Event Scheduler

User Guide

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1.0 The Event Scheduler

The Event Scheduler is a web-based software tool that you can use to:

- View and register for upcoming events from a calendar
- View and register for upcoming events from an event list
- Manage events (administrator function)
- Run reports to track event statistics (administrator function)

1.1 Product Support

If you encounter a problem with this product, or if you have a question or recommendation regarding this user guide, log a HelpBox request. A member of the FSSA Technology Services Team (FTST) will contact you to address the issue.

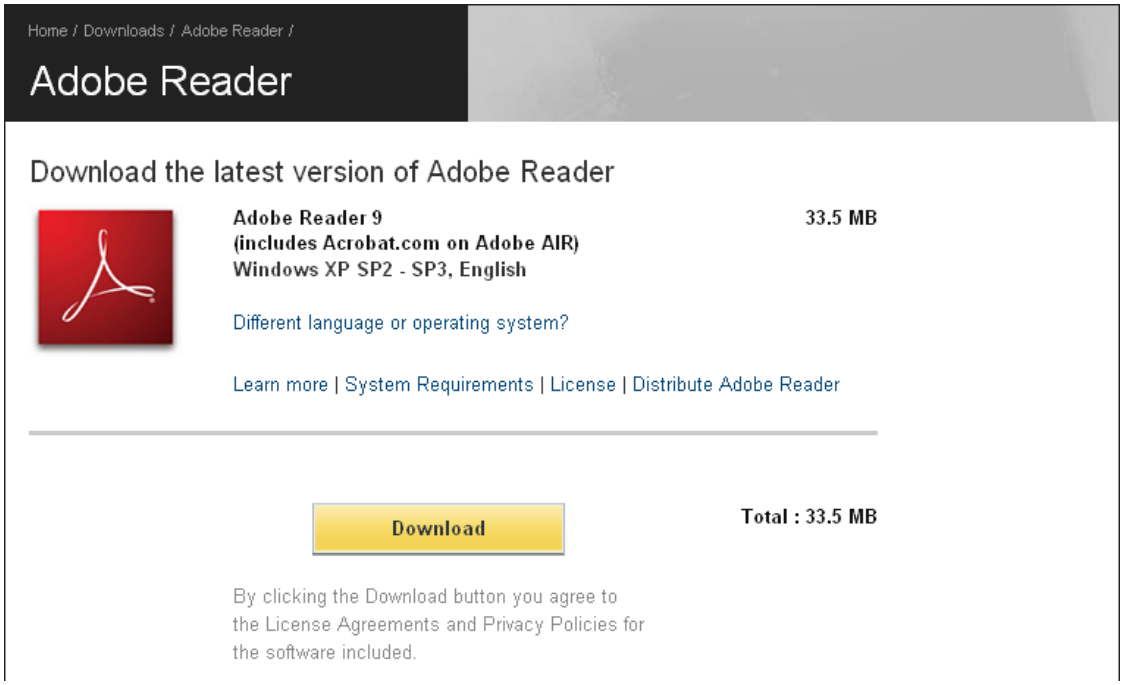
1.2 Installing and Testing the Latest Version of Adobe Reader

You can access the most updated copy of this user guide and other documentation from the DDRS website. To view the documents, you must install the Adobe Reader on your computer. Use the following procedure to install and test the latest version of Adobe Reader on your computer (the procedure assumes that you have not installed the Adobe DLM ActiveX control).

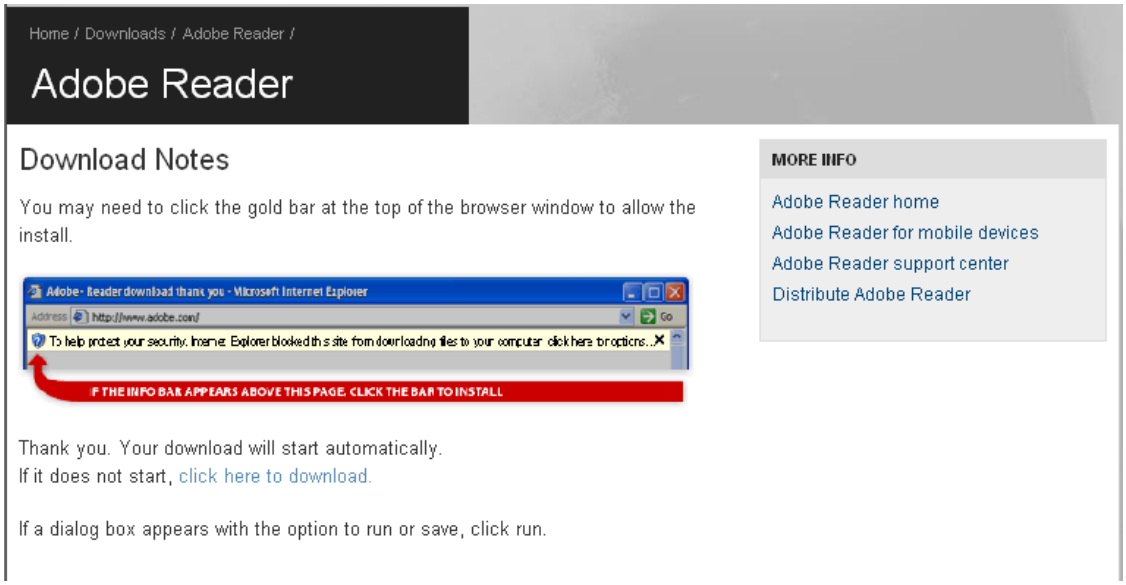
1. Select the following link or enter the URL into the **Address** field of your browser:

   http://www.adobe.com/products/acrobat/readstep2.html

The Adobe Reader web page appears, as shown in the following illustration:



2. Select the gold **Download** button. The system displays the following screen and a gold bar appears at the top of your browser window:



3. Select **Click here to install** from the gold bar at the top of the browser window, and then select **Install ActiveX Control** from the shortcut menu that appears.

4. Select **Install** in the **Internet Explorer - Security Warning** window that appears.

5. Wait several seconds as one or more Adobe progress windows appear, indicating the progress of the installation. When the installation is complete, the **getPlus: Info** window appears and indicates that the installation is complete.

6. Select **OK** in the **getPlus: Info** window.

7. Test the Adobe Reader installation by selecting a PDF file from either the network or a SharePoint site.

Tip
Select the following link to display a SharePoint page that contains multiple PDF files that you can use:

https://myshare.in.gov/FSSA/ddrs/WebBased%20Tools/Forms/AllItems.aspx

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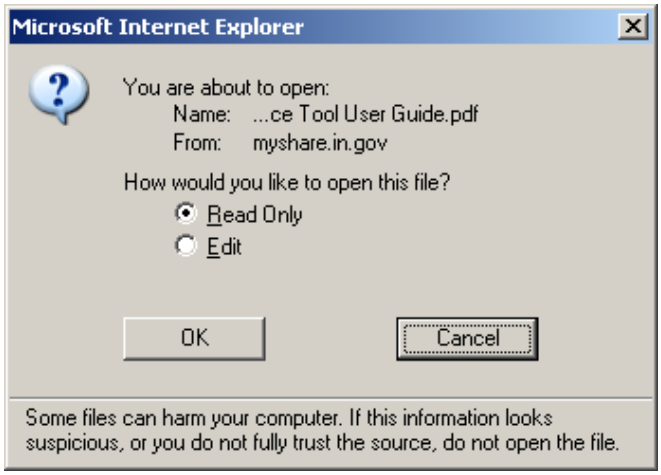
8. Ensure that the **Read Only** radio button is selected in the **Microsoft Internet Explorer** window that appears and then select **OK**. The following illustration shows an example of the **Microsoft Internet Explorer** window:



Because this is the first PDF you have opened after installing the Adobe Reader, the **Adobe Reader – License Agreement** window appears, as shown in the following illustration:

9. Select **Accept** to display the PDF file for the document you selected.

   The **Adobe Reader – License Agreement** window appears only once. After you perform the remaining steps in this procedure, the license agreement will not appear again when you select a PDF file.

2.0 Accessing the Event Scheduler

You can access the Event Scheduler tool by selecting the following link, or by copying and pasting the URL in your web browser:

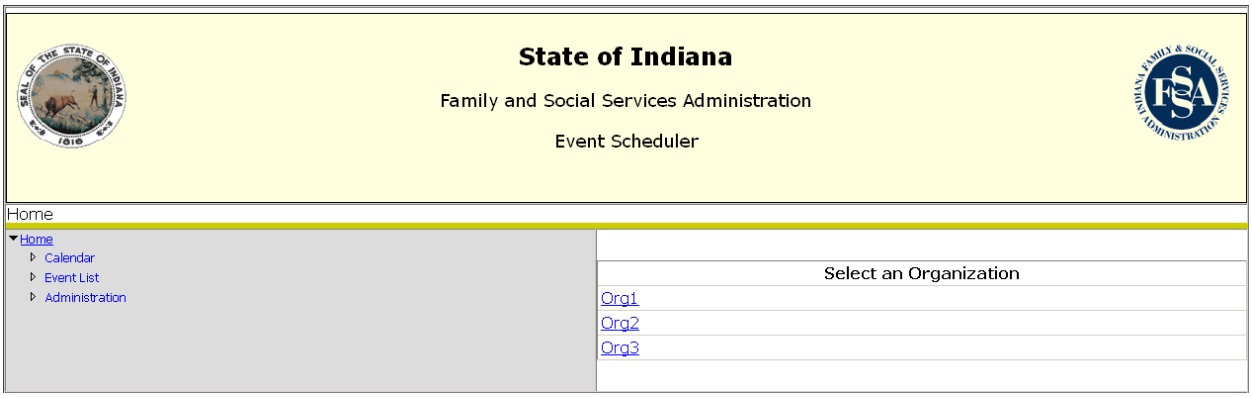
https://ddrsprovider.fssa.in.gov/events/

The system generates several types of emails to facilitate communication between an event coordinator and participants. For example, emails are generated when a coordinator or participant:

- Registers for an event
- Cancels a registration
- Changes an event
- Cancels an event

3.0 Viewing Events on the Calendar

When you access the Event Scheduler, the system displays the Event Scheduler home page. The Event Scheduler home page displays a menu structure in the left pane and an organization list in the right pane, as shown in the following illustration:



Select an organization from the organization list. The calendar for the selected organization appears by default and the organization name appears on the web page banner.

The following illustration shows an example calendar for the Org2 organization:

≤	November 2008					≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 5:00 AM - Org 2 Test 6
2	3 3:15 PM - Org 2 Test 4	4 12:00 PM - Org 2 Test 4 (cont.)	5	6	7	8
9	10	11 9:00 AM - Org 2 Test 3	12	13	14 8:00 AM - ORG 1 TEST 6 (cont.)	15
16	17 8:00 AM - ORG 1 TEST 6 (cont.)	18	19 6:00 AM - Org 2 Test 2 8:00 AM - Org 2 Test 1	20	21 8:00 AM - Org 2 Test 2 (cont.)	22
23	24	25	26	27	28	29
30						

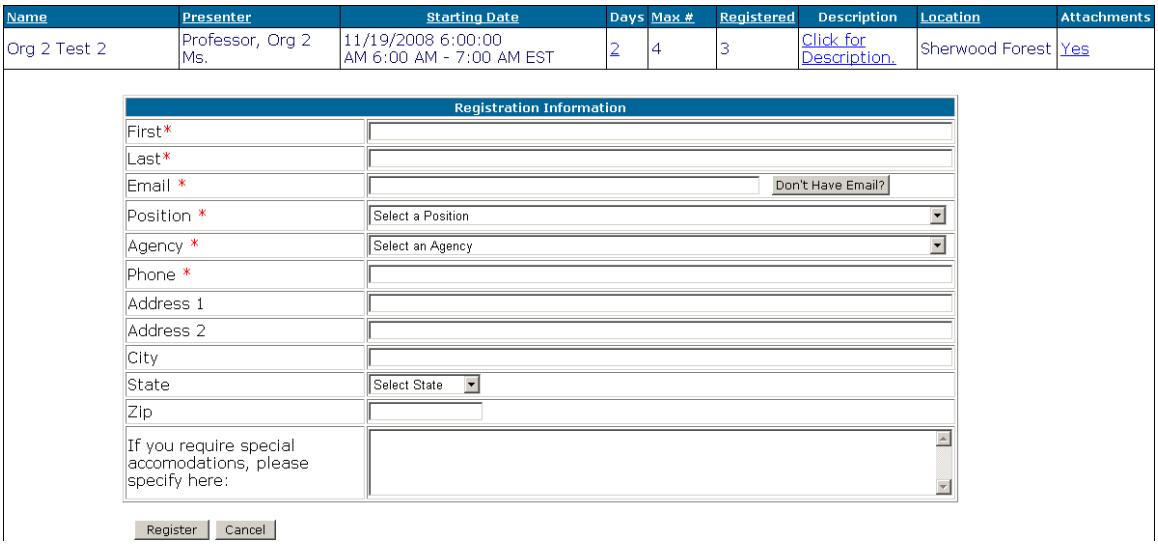
The following table describes the items that the Event Scheduler calendar displays, and provides an example of each item in the illustration:

Event Scheduler Calendar Items

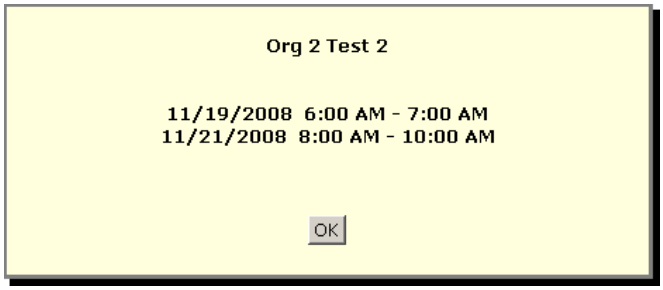
Item	Description	Example
First day	The first day of an event appears as a link in blue, underlined text	6:00 AM - ORG 2 Test 2 on the 19th
Continuing day	A continuing day for a multiple day event appears as regular black text and ends with (cont.)	8:00 AM – ORG 2 Test 2 (cont.) on the 21st
Current date	The current date is shaded on the calendar	Monday the 17th
Past event	A past event is any event that appears on the calendar prior to the current date	9:00 AM - ORG 2 Test 3 on the 13th
Other organization's event	A continuing day from another organization's event appears, but the first day from the other organization's event does NOT appear	8:00 AM – ORG 1 TEST 6 (cont.) on the 14th and 8:00 AM – ORG 1 TEST 6 (cont.) on the 17th

3.1 Registering for an Event by Using the Calendar

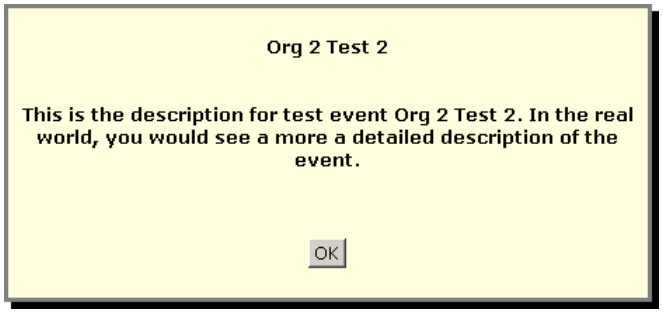
You can select an event link from the calendar to view the details about the event and to register for the event. When you select an event link, the system displays the details of the event and provides the **Registration Information** window so that you can enroll in the event, as shown in the following illustration:



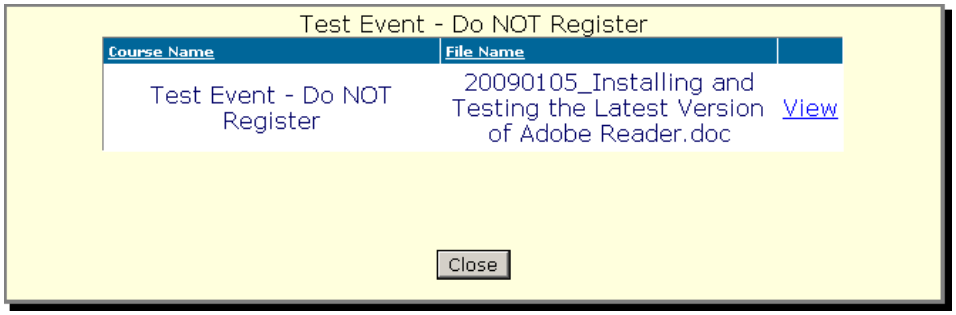
You can select the number in the **Days** column of the event description table to display the scheduled dates and times of the event, as shown in the following illustration:



Select **Click for Description** to view a more detailed description of the event, as shown in the following illustration:



If an event contains an attached file, **Yes** appears in the **Attachments** column. Select **Yes** to display the attachment information, as shown in the following illustration:



Select **View** to open the attachment in the associated application (for example, Word, Excel, or Adobe Reader).

To register for the event, complete the information in the **Registration Information** window, ensuring that you complete at least all of the required fields marked with a red asterisk. If you do not have an email address, select the **Don't Have Email?** button to use the default address in the **Email** field.

Select the **Register** button to submit the registration form. The system adds your name to the list of participants for the event and sends a confirmation email to the email address listed in the **Email** field. The following illustration shows an example of a confirmation email:

```
This is confirmation that John Doe is registered for the following event:

Event Name: ORG 1 TEST 3
Instructor: Org 1 Ms. Instructor
Location: Room 4
Date(s):11/26/2008 8:00 AM to 10:00 AM
12/3/2008 8:00 AM to 10:00 AM

Please visit the following link if you need to update or cancel your registration.

https://ddrsproviderqa.fssa.in.gov/Events/Public/ManageRegistration.aspx?
UserID=29&SecurityGUID=ed0df46b-6769-4c37-92df-143d29311303&CourseID=13

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```
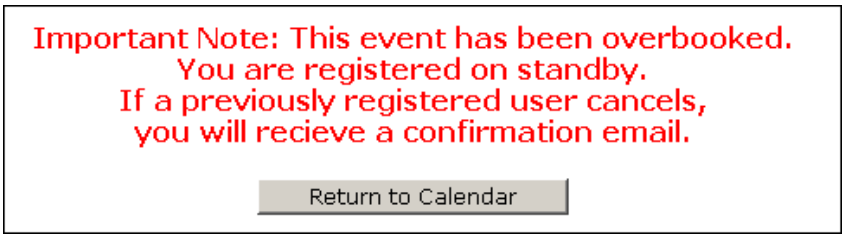
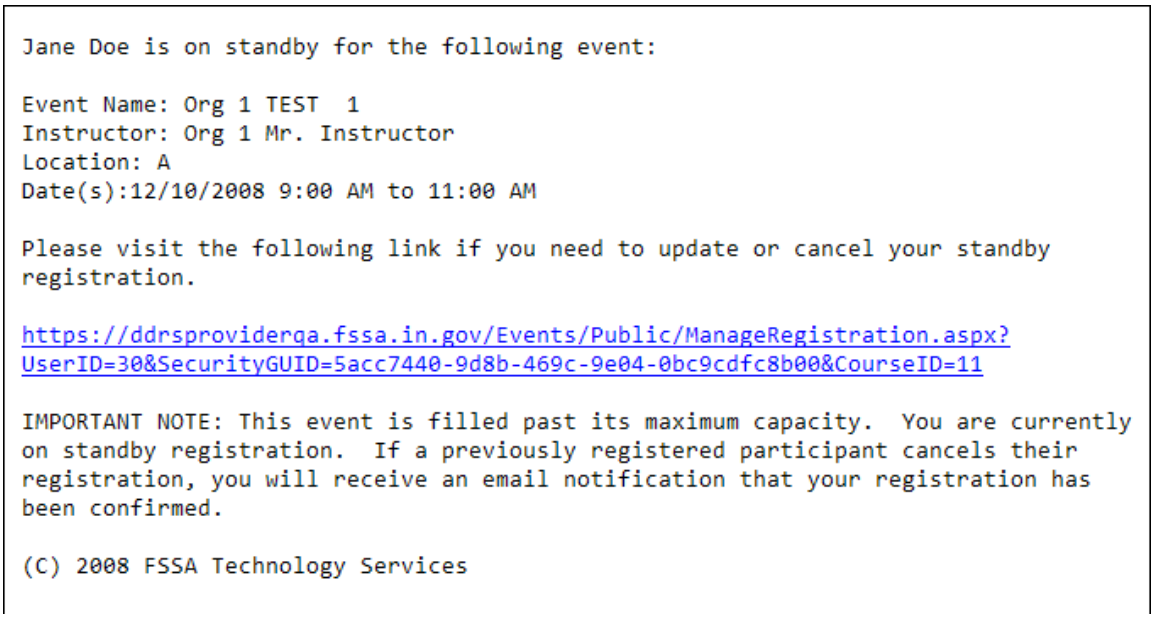

3.2 The Standby List

If you register for an event that already has the maximum number of registered participants, the following message appears after you select the **Register** button:



The confirmation message that the system sends to you also indicates that the event is overbooked and that you are on the standby list, as shown in the following illustration:



Jane Doe is on standby for the following event:

Event Name: Org 1 TEST 1
Instructor: Org 1 Mr. Instructor
Location: A
Date(s):12/10/2008 9:00 AM to 11:00 AM

Please visit the following link if you need to update or cancel your standby registration.

https://ddrsproviderqa.fssa.in.gov/Events/Public/ManageRegistration.aspx?UserID=30&SecurityGUID=5acc7440-9d8b-469c-9e04-0bc9cdfc8b00&CourseID=11

IMPORTANT NOTE: This event is filled past its maximum capacity. You are currently on standby registration. If a previously registered participant cancels their registration, you will receive an email notification that your registration has been confirmed.

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If you are at the top of the standby list and another registered participant cancels, the system automatically moves you from the standby list to the active participant list and sends a confirmation email.

If the maximum number of participants for an event increases, the system automatically moves the same number of people from the standby list to the active participant list. For example, you are participant number 12 for an event with a maximum of 10 participants, and are on the standby list. The administrator for your organization increases the maximum number of participants to 15. The system automatically moves you to the active participants list and sends you a confirmation email.

4.0 Viewing Events on the Event List

Select the **Event List** menu to display a table of the events available to users. The table does not show an event after the date for the event has passed. The following illustration shows an example of the event list table:

Name	Presenter	Starting Date	Days	Max #	Registered	Description	Location	Attachments	
Wheelchair Evaluations & Therapeutic Positioning	Smith, Word	1/6/2009 9:30 AM - 3:30 PM Local	1	15	33	Click for Description.	North Willow, 2002 W 86th Street, Indianapolis, IN 46260 - 3rd Floor Dining Room	1	Register
Prevention of Abuse and Neglect	Biden, Notjoe	12/11/2008 9:00 AM - 2:30 PM Local	1	25	10	Click for Description.	Outreach Services of Indiana, 711 Green Road, Madison, IN 47250 in Auditorium	1	Register

In similar fashion to the event description table that appears when you select an event link from the calendar, you can select:

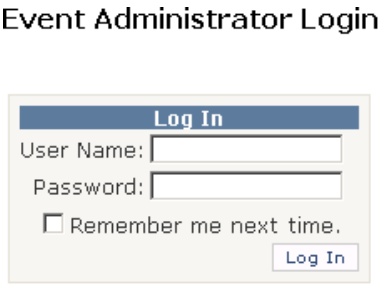
- The number in the **Days** column to display the scheduled dates and times for an event.
- **Click for Description** to display a detailed description of the event in that row.

4.1 Registering for an Event by Using the Event List

You can select the **Register** link in the event list to register for the event in that row. For example, selecting the top **Register** link in the illustration displays the details of the Org 1 TEST 1 event and provides the **Registration Information** window so that you can enroll for the event.

5.0 The Administration Menu

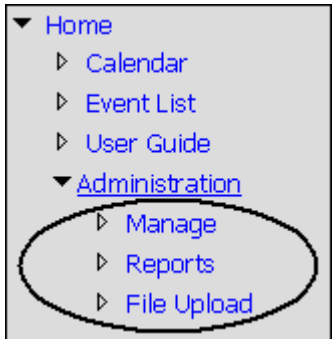
When you select the **Administration** menu from the menu structure, the system displays the **Administrator Login** window, as shown in the following illustration:



If you possess administrator rights and have been assigned a user name and password, enter your user name and password in the appropriate fields.

Select the **Remember me next time** check box to instruct the system to retain your login information on the computer that you are using. When you use this feature, you can close your browser window or navigate to a different web page, and when you return to the Event Scheduler the system will continue to display the **Administration** menu items.

When you select the **Log In** button, the system expands the **Administration** menu to display the administration menu items, as shown in the following illustration:



Select one of the following:

Manage	To view and change detailed information about events.
Reports	To run and view reports that you can use to compile statistics about events.
File Upload	To upload a file to the system so that you can attach the file to one or more events.

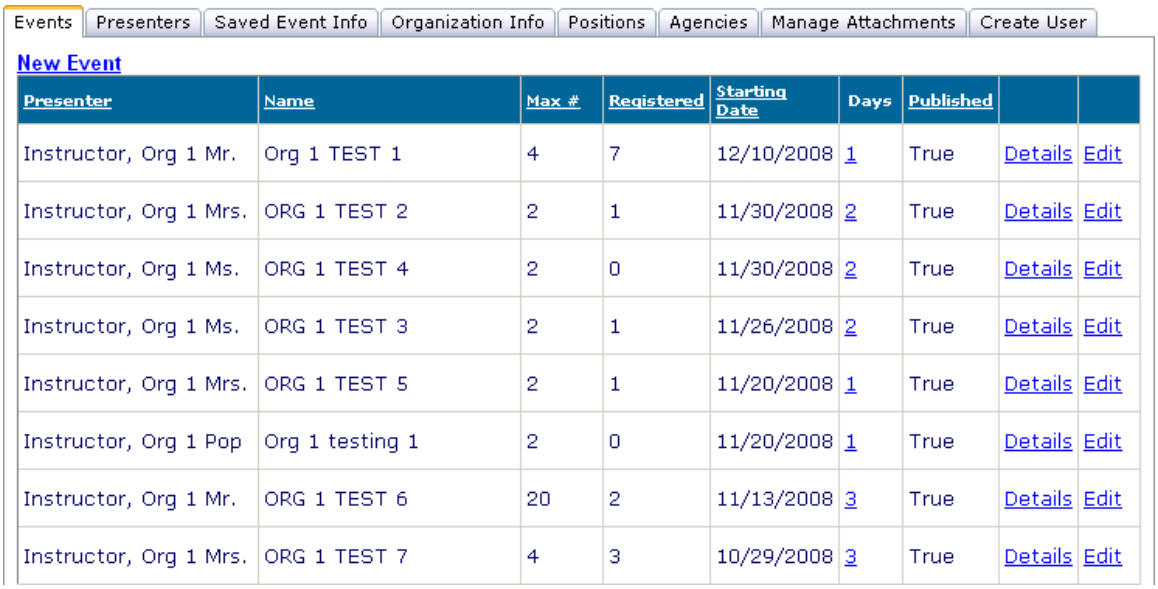
6.0 Managing Events

If you possess administrative rights, you can select the **Manage** link at the top of the screen to display detailed information about:

- Events
- Presenters
- Saved event information
- Organizational information
- Positions
- Agencies

6.1 The Events Tab

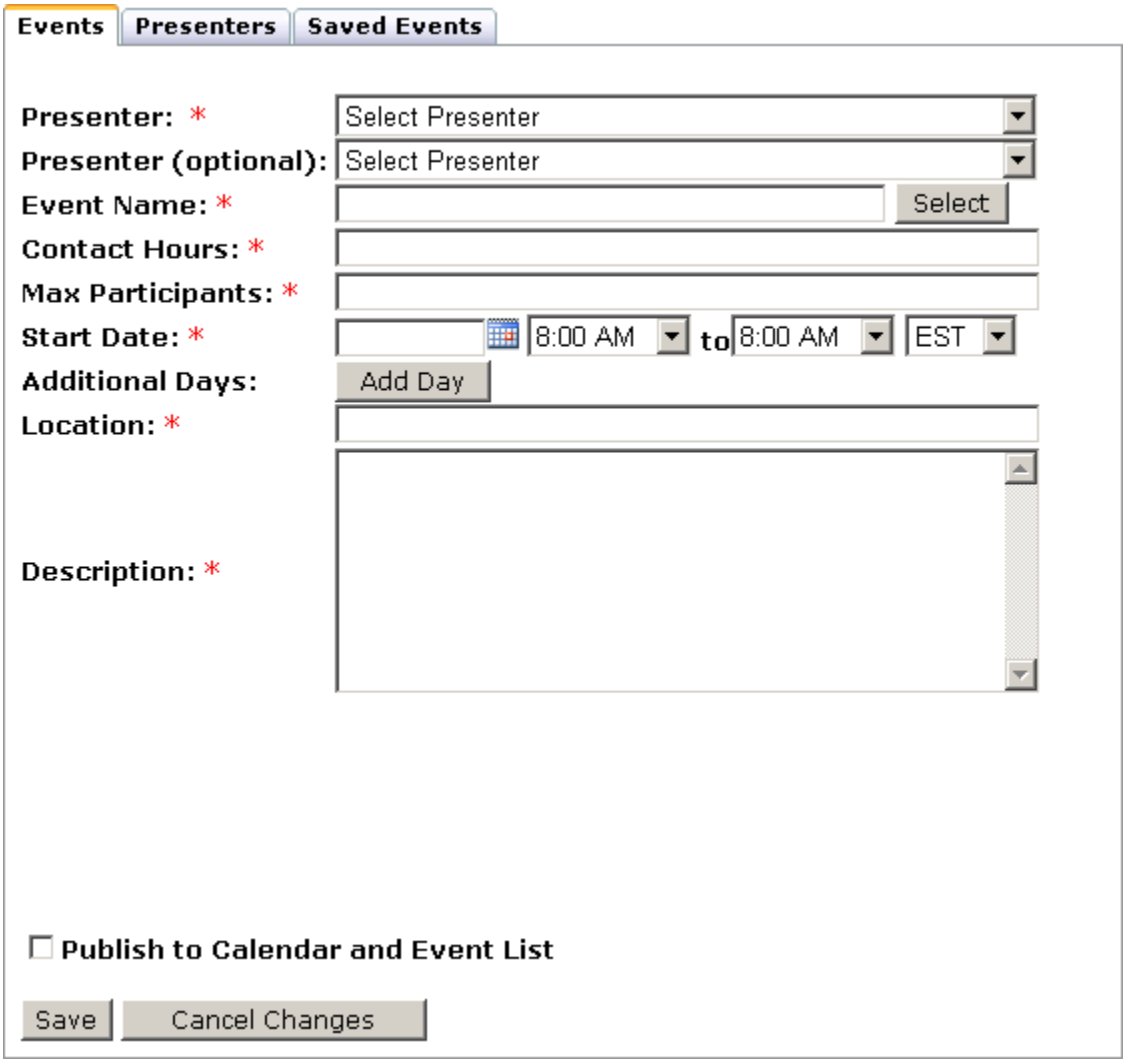
The **Events** tab shows past and scheduled events. The following illustration shows an example of the **Events** tab:



Presenter	Name	Max #	Registered	Starting Date	Days	Published		
Instructor, Org 1 Mr.	Org 1 TEST 1	4	7	12/10/2008	1	True	Details	Edit
Instructor, Org 1 Mrs.	ORG 1 TEST 2	2	1	11/30/2008	2	True	Details	Edit
Instructor, Org 1 Ms.	ORG 1 TEST 4	2	0	11/30/2008	2	True	Details	Edit
Instructor, Org 1 Ms.	ORG 1 TEST 3	2	1	11/26/2008	2	True	Details	Edit
Instructor, Org 1 Mrs.	ORG 1 TEST 5	2	1	11/20/2008	1	True	Details	Edit
Instructor, Org 1 Pop	Org 1 testing 1	2	0	11/20/2008	1	True	Details	Edit
Instructor, Org 1 Mr.	ORG 1 TEST 6	20	2	11/13/2008	3	True	Details	Edit
Instructor, Org 1 Mrs.	ORG 1 TEST 7	4	3	10/29/2008	3	True	Details	Edit

You can use the **Events** tab to add an event to the schedule by selecting the **New Event** link. The system displays blank, editable fields that you can use to enter the event information.

The following illustration shows the editable fields in the **Events** tab after you select **New Event**:

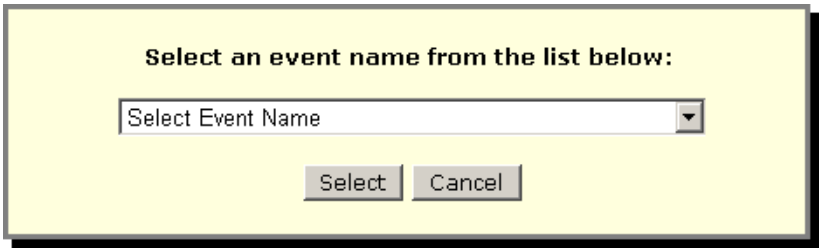
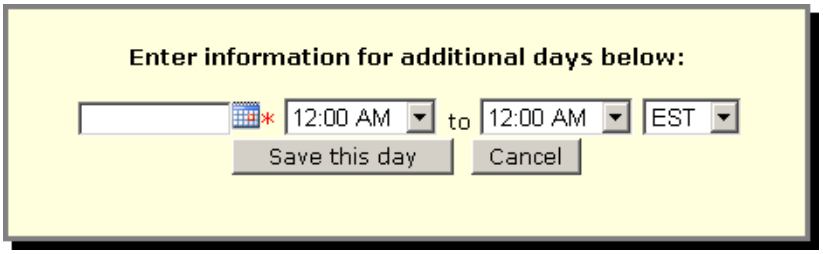


The following table describes the fields and buttons in the **Events** tab.

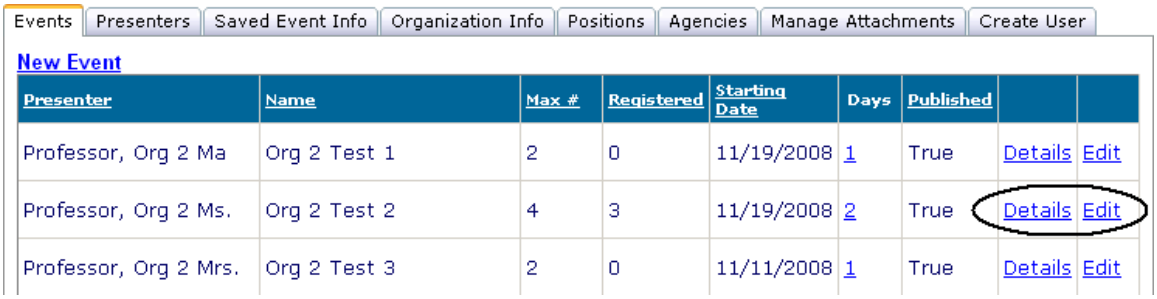
Events Tab Fields and Buttons

Field or Button	Description
Presenter	Select the name of the presenter or event organizer.
Presenter (optional)	Select the name of a second, optional presenter or event organizer.
Event Name	Enter the name of the event.

Events Tab Fields and Buttons (continued)

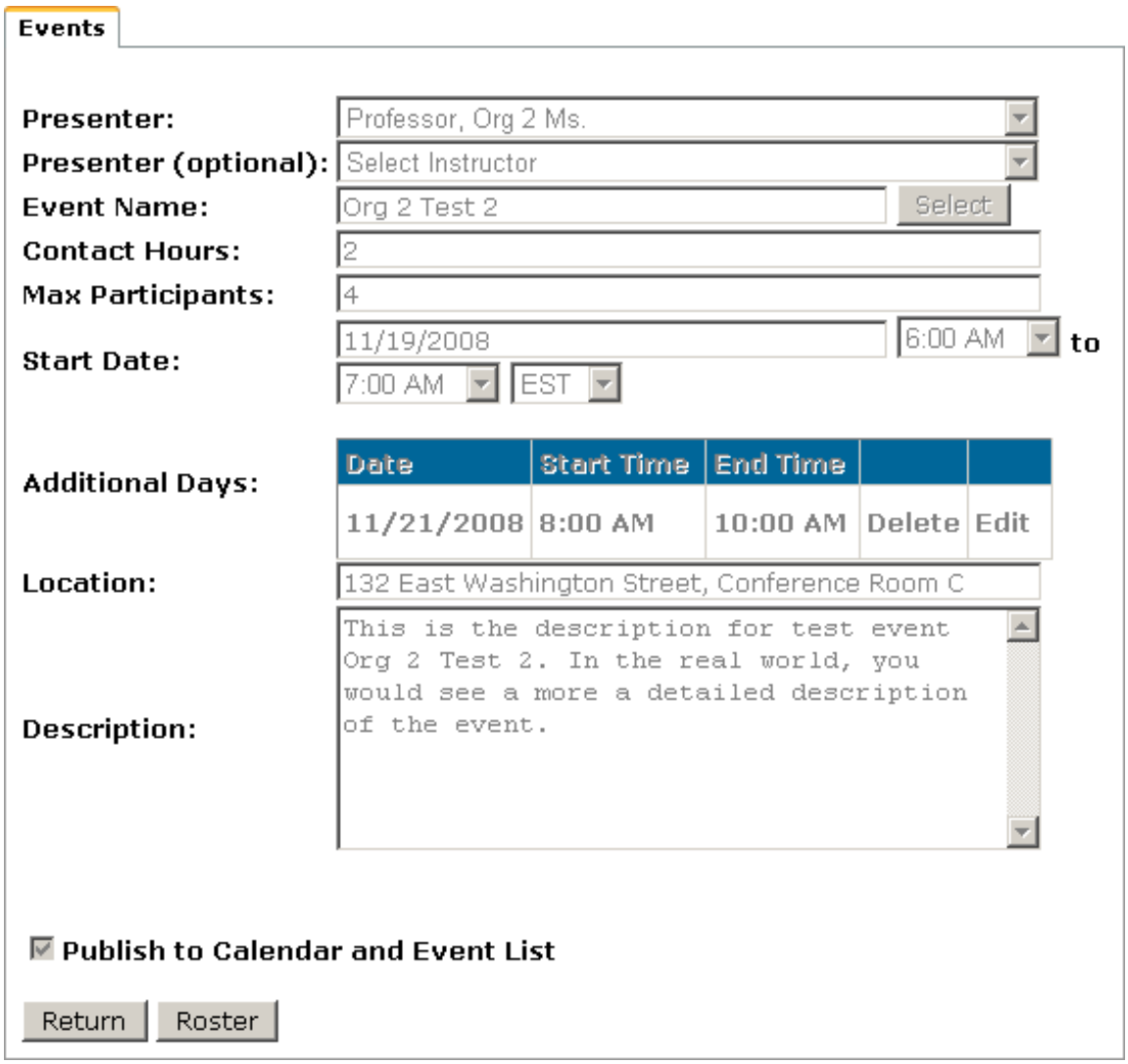
Field or Button	Description
Select	Select this button to display the following window that you can use to select a saved event:  To add event names to the drop-down list, you must use the Saved Events tab.
Contact Hours	Enter the number of hours for which participants will receive ongoing educational credits.
Max Participants	Enter the maximum number of permissible participants for the event.
Start Date	Select the following items for the starting date of the event: • Start date from the date picker field • From and To times from the hours fields • EST, CST, or Local from the time zone field
Add Day	Select this button to display the following window that you can use to add a day to the event: 
Location	Enter the location for the event, including the building number and room number.
Description	Enter a detailed description of the event.
Publish to Calendar and Event List	Select this check box to display the event on the calendar and the event list when you save the changes. If you leave this check box empty, the event will not appear in these areas.
Save	Select this button to save the new event on the system.
Cancel Changes	Select this button to delete the changes to the event and return to the main **Events** tab.

You can use the **Details** and **Edit** links in the **Events** tab, shown in the following partial illustration, to view and edit the details of an event:



Presenter	Name	Max #	Registered	Starting Date	Days	Published		
Professor, Org 2 Ma	Org 2 Test 1	2	0	11/19/2008	1	True	Details	Edit
Professor, Org 2 Ms.	Org 2 Test 2	4	3	11/19/2008	2	True	Details	Edit
Professor, Org 2 Mrs.	Org 2 Test 3	2	0	11/11/2008	1	True	Details	Edit

When you select the **Details** link for an event in the **Events** tab, the system displays a read-only view of the event information, as shown in the following illustration:

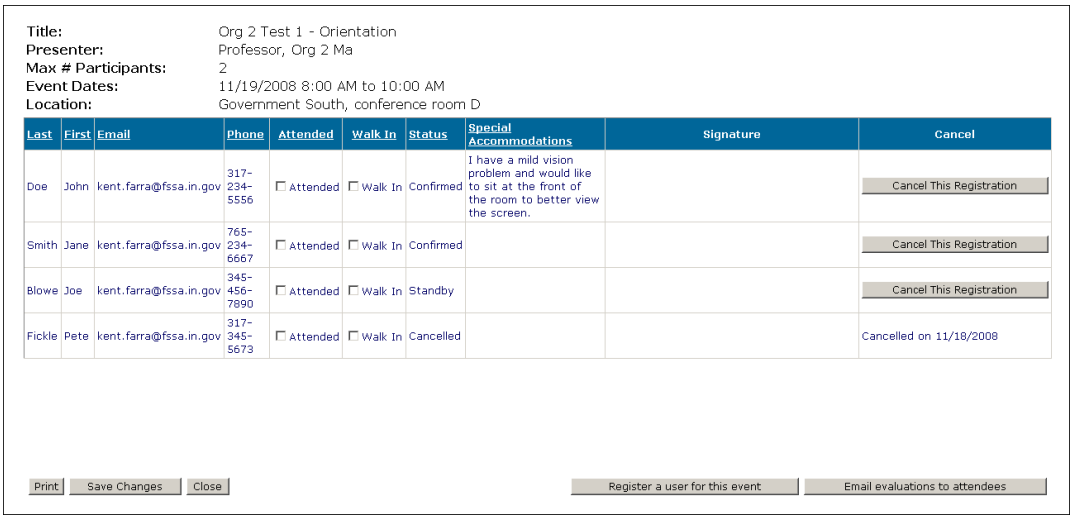


You can select:

- **Return** to return to the main **Events** tab.
- **Roster** to display the roster for the event.

6.1.1 The Event Roster

Select the **Roster** button to display the **Event Roster** window that you can use to track the attendees for an event. For example, the following illustration shows the **Event Roster** window for an event with two registered participants, one standby participant, and one cancelled registration:



Title: Org 2 Test 1 - Orientation
Presenter: Professor, Org 2 Ma
Max # Participants: 2
Event Dates: 11/19/2008 8:00 AM to 10:00 AM
Location: Government South, conference room D

Last	First	Email	Phone	Attended	Walk In	Status	Special Accommodations	Signature	Cancel
Doe	John	kent.farra@fssa.in.gov	317-234-5556	☐ Attended	☐ Walk In	Confirmed	I have a mild vision problem and would like to sit at the front of the room to better view the screen.		Cancel This Registration
Smith	Jane	kent.farra@fssa.in.gov	765-234-6667	☐ Attended	☐ Walk In	Confirmed			Cancel This Registration
Blowe	Joe	kent.farra@fssa.in.gov	345-456-7890	☐ Attended	☐ Walk In	Standby			Cancel This Registration
Fickle	Pete	kent.farra@fssa.in.gov	317-345-5673	☐ Attended	☐ Walk In	Cancelled			Cancelled on 11/18/2008

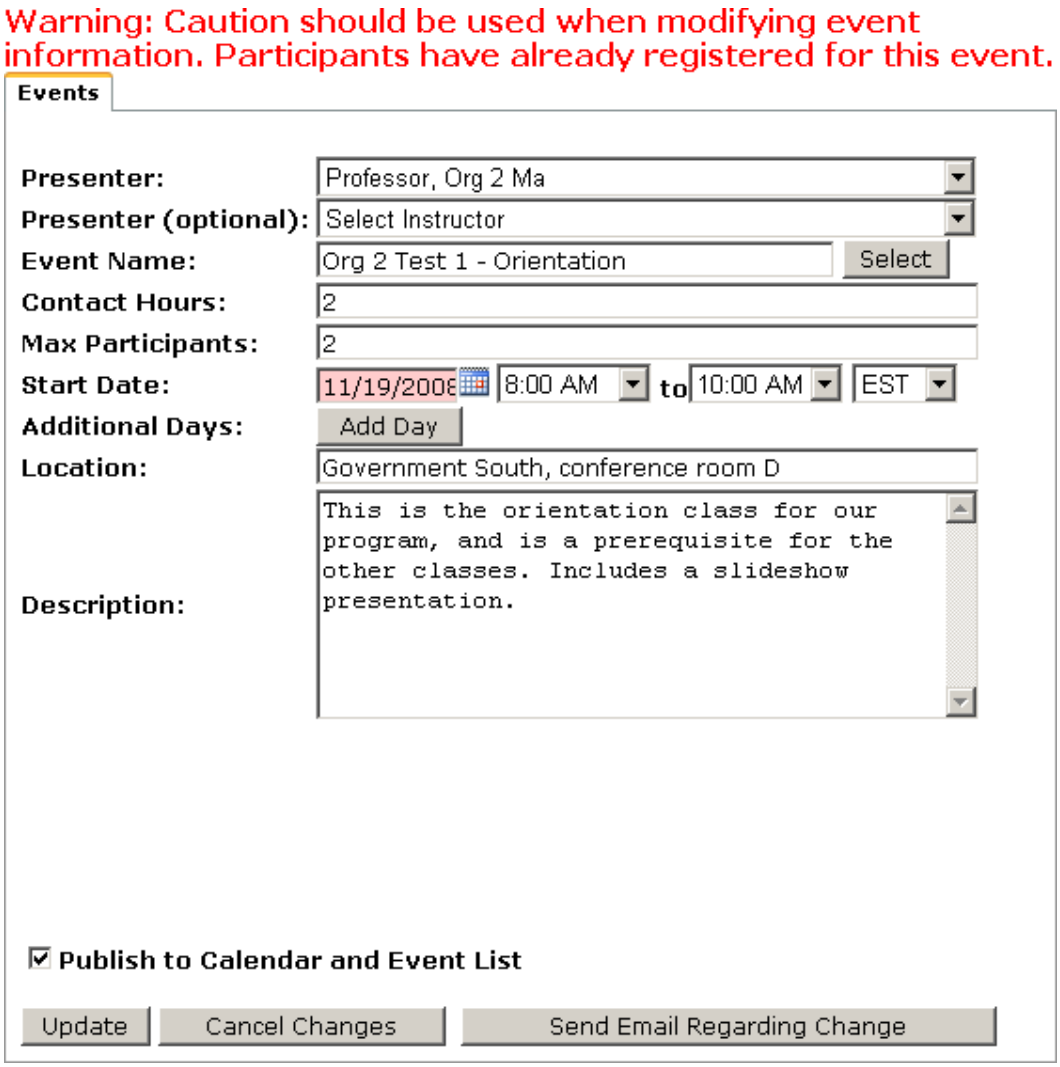
Print | Save Changes | Close | Register a user for this event | Email evaluations to attendees

Select one of the following buttons:

Print	To print a hard copy of the window (for example, so that you can provide a roster to the presenter before the beginning of an event).
Save Changes	To update the window with the changes that you made.
Close	To close the window without saving the changes that you made.
Register a user for this event	To register a participant for the event. You can use this feature even if the date for the event is in the past.
Email event evaluations to checked names	To email an evaluation to participants with the Attended check box selected.

6.1.2 Editing an Event

When you select the **Edit** link on the main **Events** tab, the system displays the details of the event in editable fields, as shown in the following illustration:



Complete the information in the fields and select **Update** to save the changes.

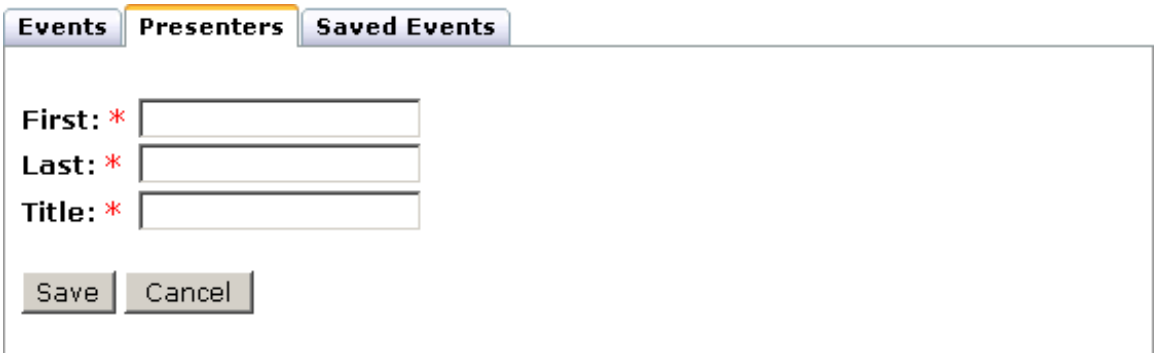
Important

You can use this feature to also change past events, so care should be taken to avoid making significant changes, especially to events that have already been included in a report.

6.2 The Presenters Tab

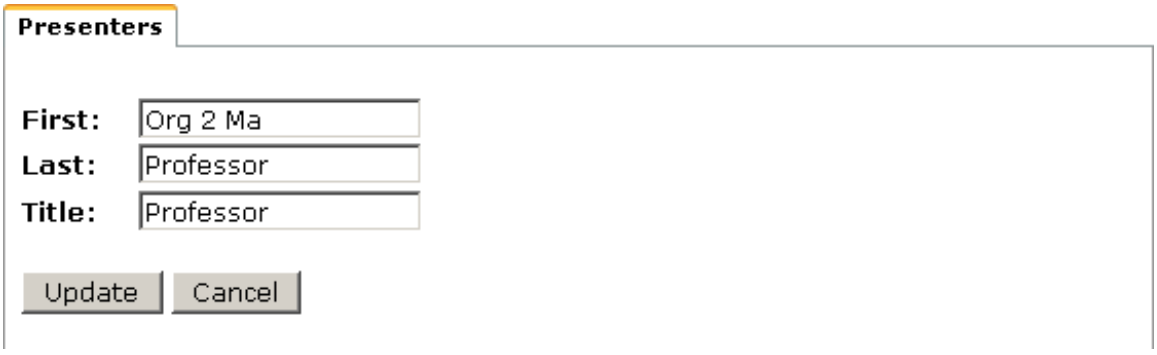
The **Presenters** tab displays the name and title information for the presenters that you can use for scheduled events. The following illustration shows an example of the **Presenters** tab:

Select the **New Presenter** link to display the following window that you can use to add a presenter to the list of presenters available for an event:



Complete the information in the fields and select **Save** to add a presenter.

You can also select **Edit** from the **Presenters** tab to display the same fields for an existing presenter, as shown in the following illustration:



Complete the information in the fields and select **Update** to change the information for the presenter.

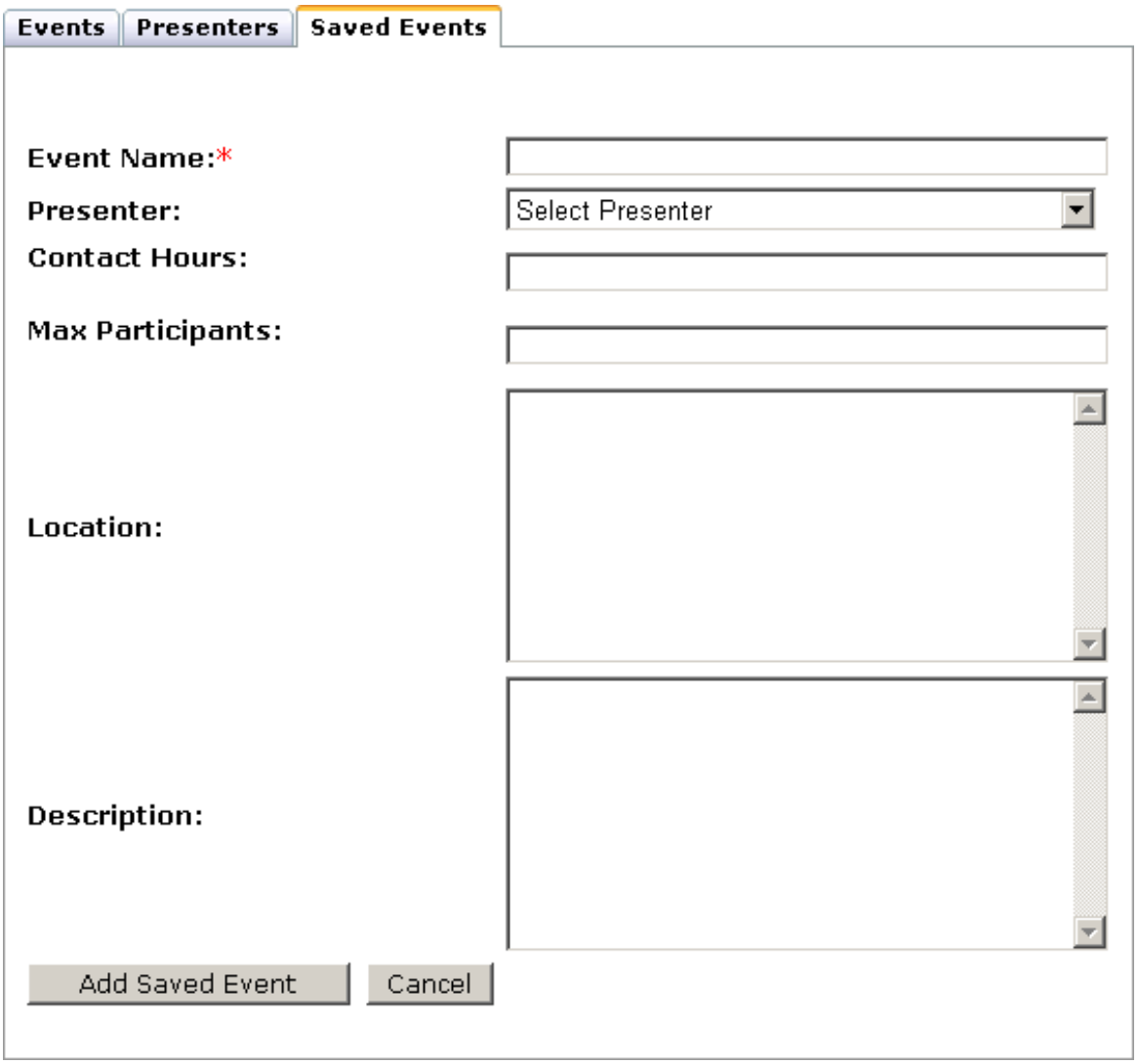
6.3 The Saved Event Info Tab

The **Saved Event Info** tab displays a table of event names that are available for future use. For example, if you are an administrator for an event that occurs on a regular basis, you can add information about the event to the system for easier retrieval when you create a new event. The following illustration shows a portion of the **Saved Event Info** tab:

Select the **New Saved Event** link to create a new saved event. Select the **Delete** link next to an existing event name to delete that event name from the list of saved events.

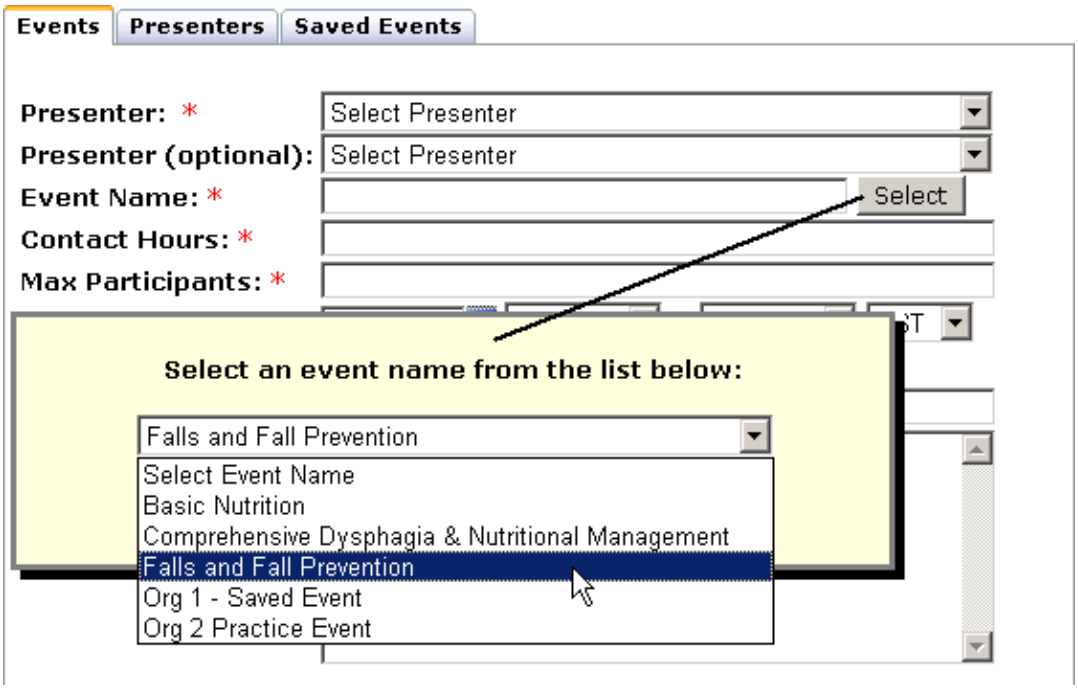
When you select the **New Saved Event** link, the **Saved Events** tab appears which provides fields that you can use to add to a saved event.

The following illustration shows an example of the **Saved Events** tab:



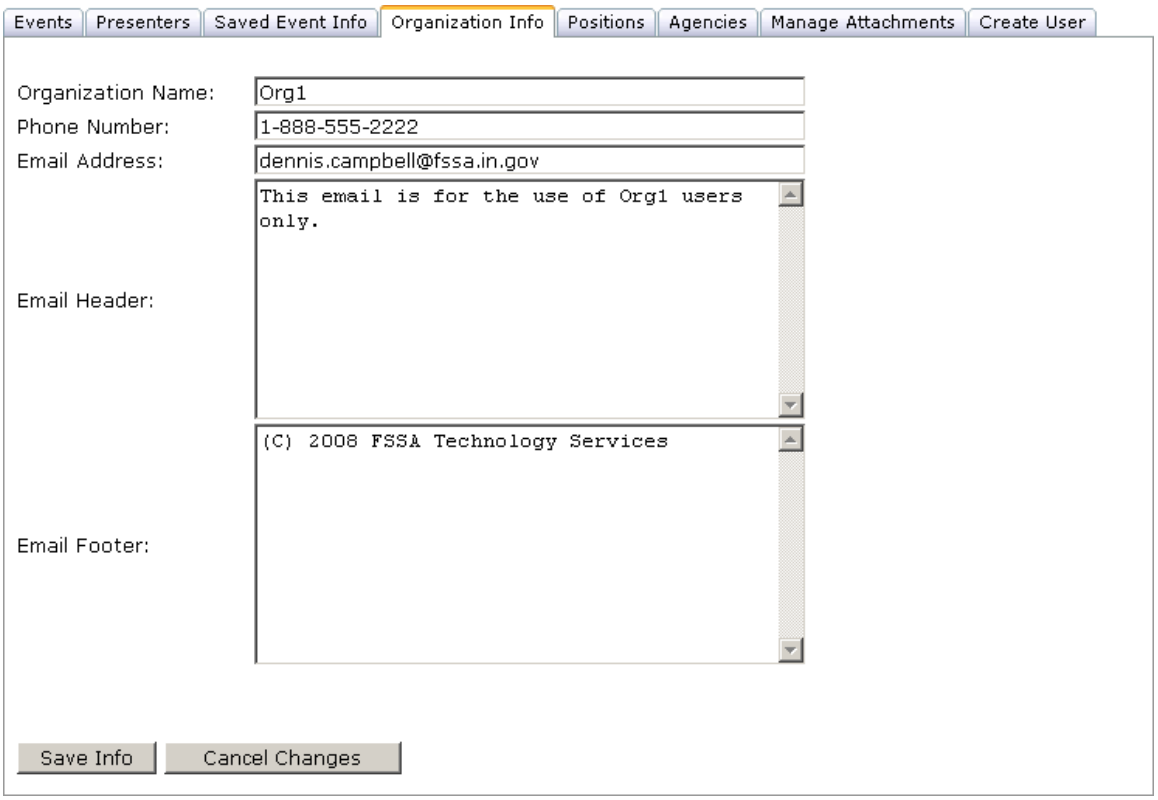
Complete the fields in the tab and then select **Add Saved Event** to save the changes.

After you create a new saved event, the name of the event appears on the **Select** button drop-down list when you are creating a new event in the **Events** tab, as shown in the following illustration:



6.4 The Organization Info Tab

The **Organization Info** tab provides fields that you can use to modify the information that appears on the emails that the system sends when participants register for an event or change their status. The following illustration shows an example of the **Organization Info** tab:



Complete the information in the organization fields and select the **Save Info** button.

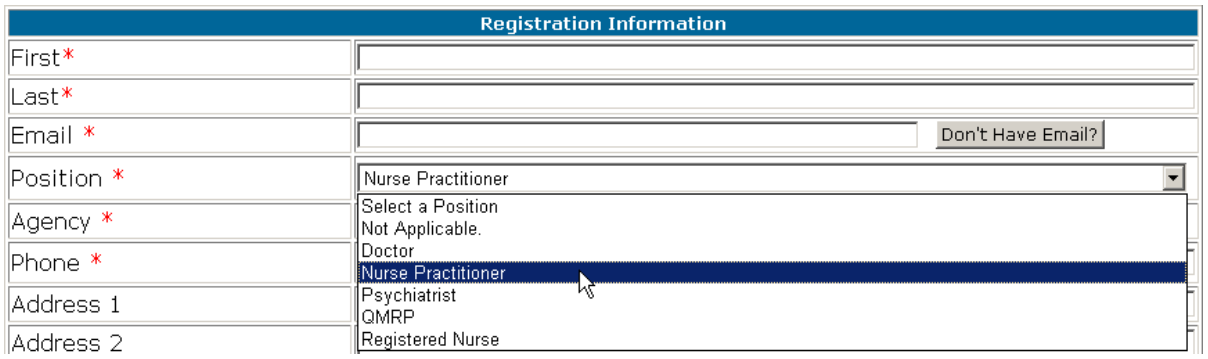
6.5 The Positions Tab

The **Positions** tab provides fields that you can use to add or delete a position from the **Positions** drop-down list on the **Registration Information** window. The following illustration shows an example of the **Positions** tab:

Select the **New Position** link to add a new position. The system displays additional fields that you can use to add the position and save the change. When you add a position, the position appears on the **Position** drop-down list in the **Registration Information** window.

Select the **Delete** link to delete a position from the list. Deleting a position removes the position from the **Position** drop-down list in the **Registration Information** window.

The following illustration shows the location of the **Position** drop-down list in the **Registration Information** window:



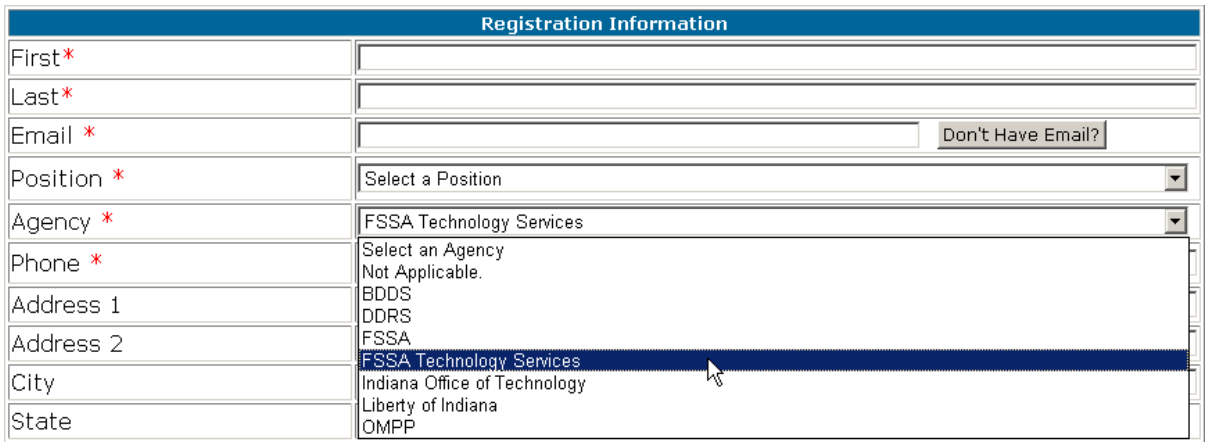
6.6 The Agencies Tab

The **Agencies** tab provides fields that you can use to add or delete an agency name from the **Agency** drop-down list on the **Registration Information** window. The following illustration shows an example of the **Agencies** tab:

Select the **New Agency** link to add a new agency. The system displays additional fields that you can use to add the agency and save the change. When you add an agency, the agency appears on the **Agency** drop-down list in the **Registration Information** window.

Select the **Delete** link to delete an agency from the list. Deleting an agency removes the agency from the **Agency** drop-down list in the **Registration Information** window.

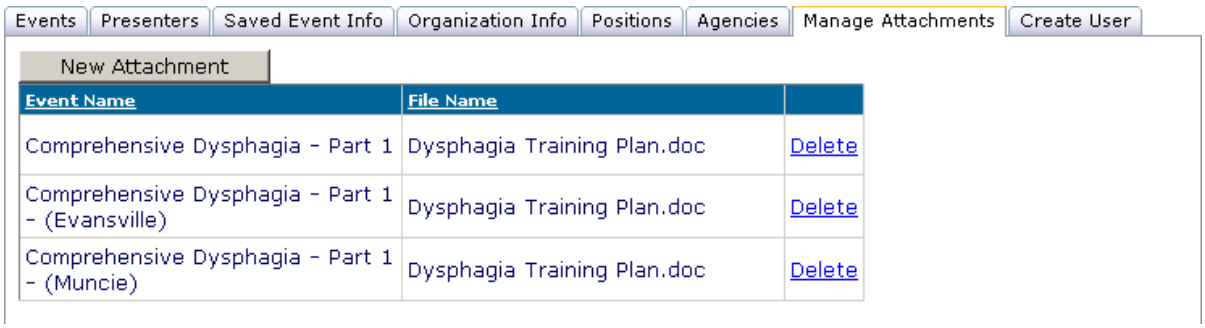
The following illustration shows the location of the **Position** drop-down list on the **Registration Information** window:



6.7 The Manage Attachments Tab

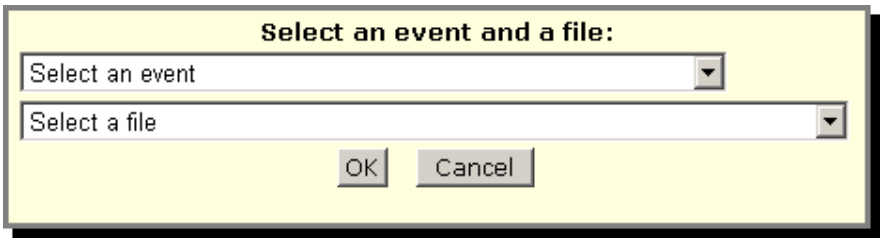
The **Manage Attachments** tab provides fields that you can use to attach one or more files to an event. The files must first be uploaded to the system before you can attach them.

The following illustration shows an example of the **Manage Attachments** tab with the same file attached to three different events:



6.7.1 Attaching a File to an Event

To attach a file to an event, select the **New Attachment** button. The following window appears:



Complete the information in the **Select an event** and **Select a file** fields and then select **OK**.

After you attach a file to an event, users can view the attached file from the Registration Information window and from the Event List.

6.7.2 Deleting a File from an Event

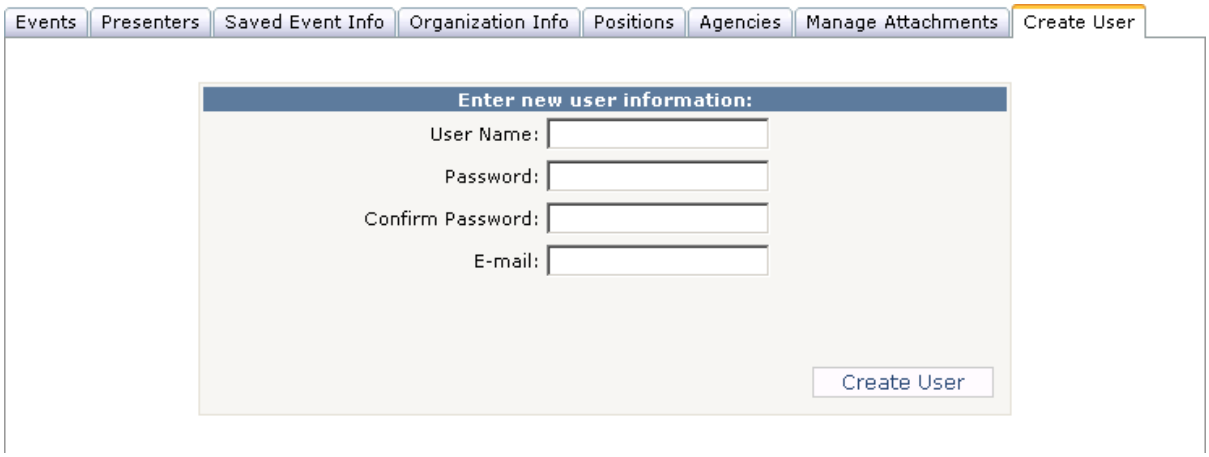
To delete a file from an event, select the **Delete** link for the event. The system displays the following message:

> Are you sure you want to delete this File/Course association? Click OK to continue, or Cancel to keep this association.

Select **OK**.

6.8 The Create User Tab

If you possess administrative rights with the added capability to create users in your organization, selecting the **Create User** tab displays the **Enter new user information** window, as shown in the following illustration:



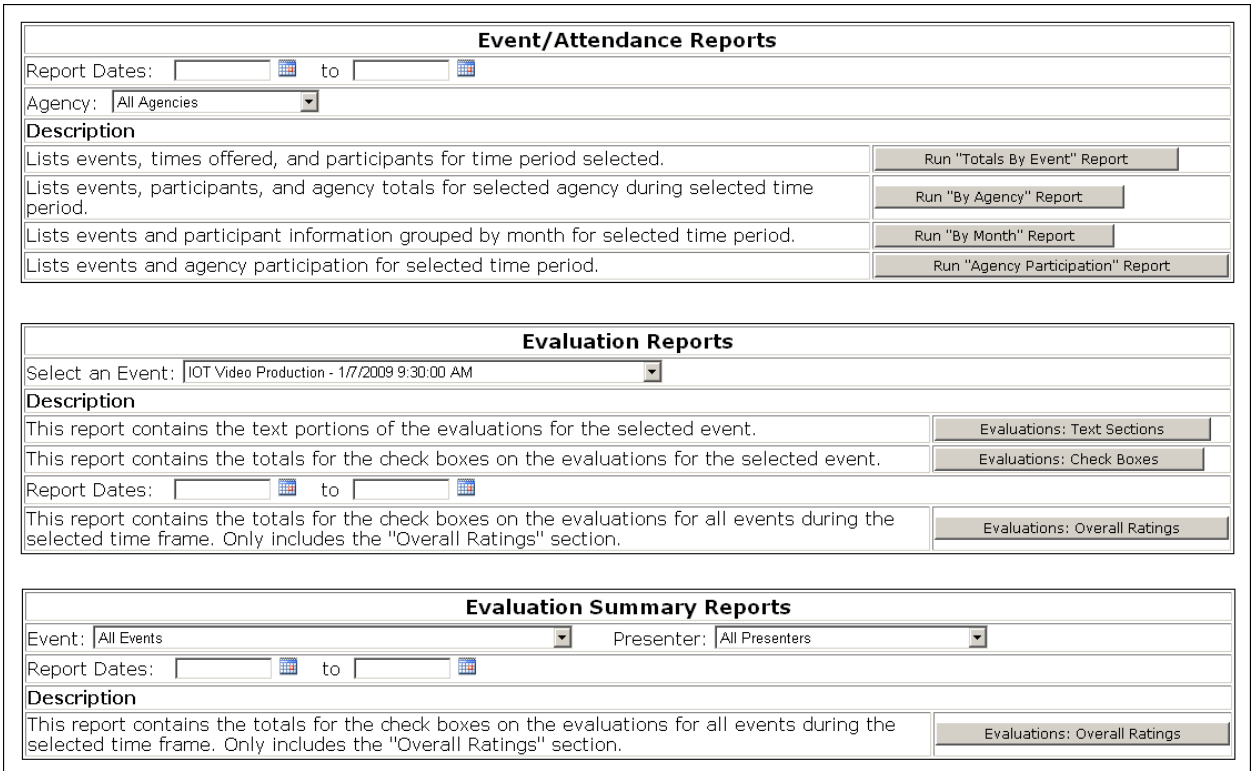
To create a new user, complete the information in the **Enter new user information** window and select **Create User**.

7.0 Running Event Reports

If you possess administrative rights, you can run the following types of reports:

- Event / Attendance
- Evaluations
- Evaluation Summary

Select **Reports** from the **Administration** menu to display the reports page, as shown in the following illustration:



7.1 Running Event / Attendance Reports

To run an **Event / Attendance** report:

1. Complete the information in the **Report Dates** fields
2. Select the agency from the **Agency** field drop-down list.
3. Select the gray **Run** button that corresponds to the report to run. The **File Download** window appears.
4. Select **Open** in the **File Download** window to view the report.

   -Or-

   Select **Save** in the **File Download** window to save the report.

7.2 Running Evaluation Reports

To run an **Evaluation** report:

1. Select the event from the **Event** field drop-down list.
2. (Optional) Complete the information in the **Report Dates** fields if you are planning to run the **Overall Ratings** report.
3. Select the gray **Run** button that corresponds to the report to run. The **File Download** window appears.
4. Select **Open** in the **File Download** window to view the report.

   -Or-

   Select **Save** in the **File Download** window to save the report.

7.3 Running Evaluation Summary Reports

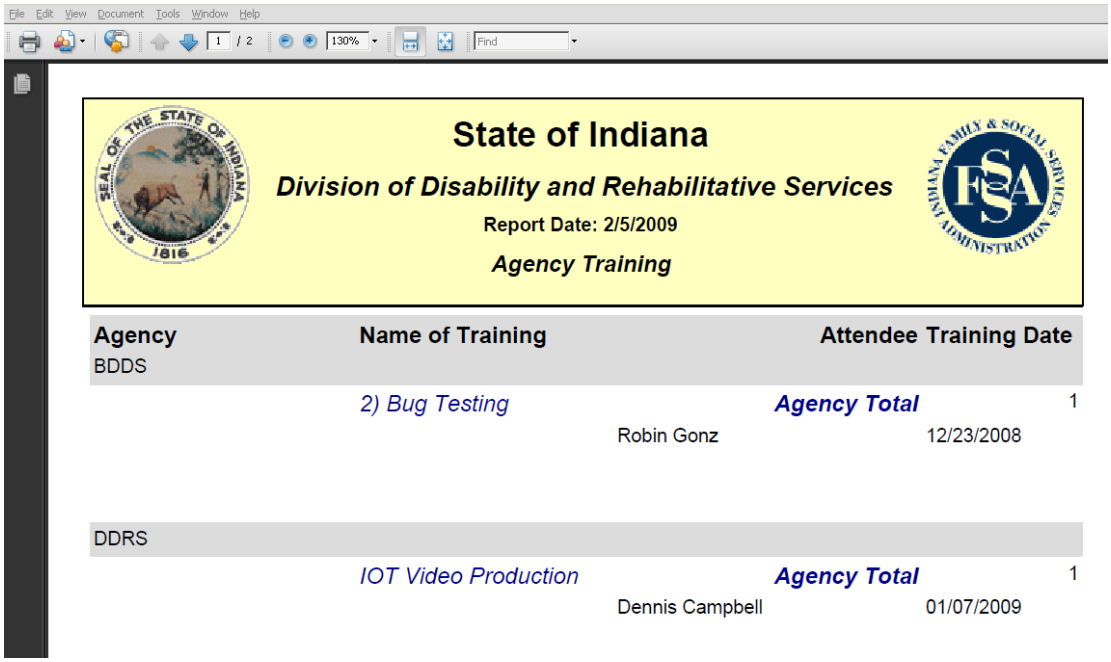
To run an **Evaluation Summary** report:

1. Select the event from the **Event** field drop-down list.
2. Select the presenter from the **Presenter** field drop-down list.
3. Complete the information in the **Report Dates** fields.
4. Select the gray **Evaluations: Overall Ratings** button. The File Download window appears.
5. Select **Open** in the **File Download** window to view the report.

   -Or-

   Select **Save** in the **File Download** window to save the report.

The following illustration shows a portion of an Event Scheduler report:



State of Indiana

Division of Disability and Rehabilitative Services

Report Date: 2/5/2009

Agency Training

Agency	Name of Training		Attendee Training Date	
BDDS				
	2) Bug Testing	***Agency Total***		1
		Robin Gonz	12/23/2008	
DDRS				
	IOT Video Production	***Agency Total***		1
		Dennis Campbell	01/07/2009	

7.4 Printing an Event Report

To print an event report:

1. Select the print icon on the toolbar above the report.

   -Or-

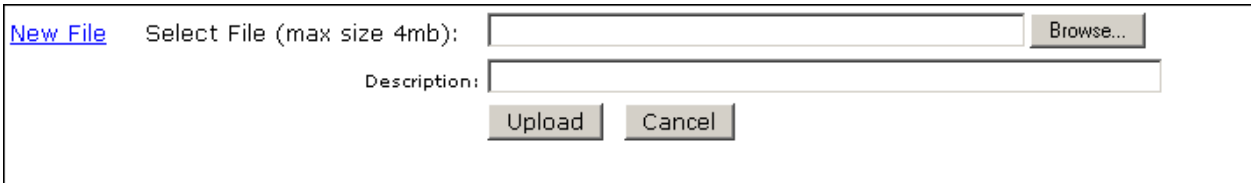
   Select **Print** from the **File** menu.
2. Complete the information in the **Print** window that appears and select **OK**.

8.0 Uploading Files to the System

If you possess administrative rights, you can upload one or more files to the system so that you can attach the files to events. You must upload a file before you can attach the file to an event.

To upload a file, select **File Upload** from the **Administration** menu. The system displays a table of the existing uploaded files, if any, along with a **New File** link.

Select the **New File** link to display the upload fields, as shown in the following illustration:



Select **Browse** to display the **Choose File** window and search for the file to upload.

(Optional) Enter a description of the file in the **Description** field.

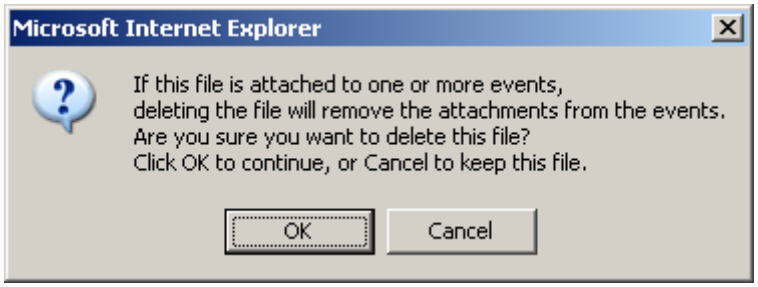
Select **Upload**.

The system displays the uploaded file in the table of uploaded files. The table provides a **View** and **Delete** link for each uploaded file, as shown in the following illustration:

Name	Description	Size	Last Modified		
20090105_Installing and Testing the Latest Version of Adobe Reader.pdf	Installing Adobe Reader	164297	2/2/2009 9:28:47 AM	View	Delete
Event Scheduler Issues.doc	Practice	27648	2/3/2009 2:20:11 PM	View	Delete

Select **View** to view the file in the appropriate application (for example, a .doc file appears in Microsoft Word and a .pdf file appears in Adobe Reader).

Select **Delete** to delete the uploaded file from the system. The following alert message appears:

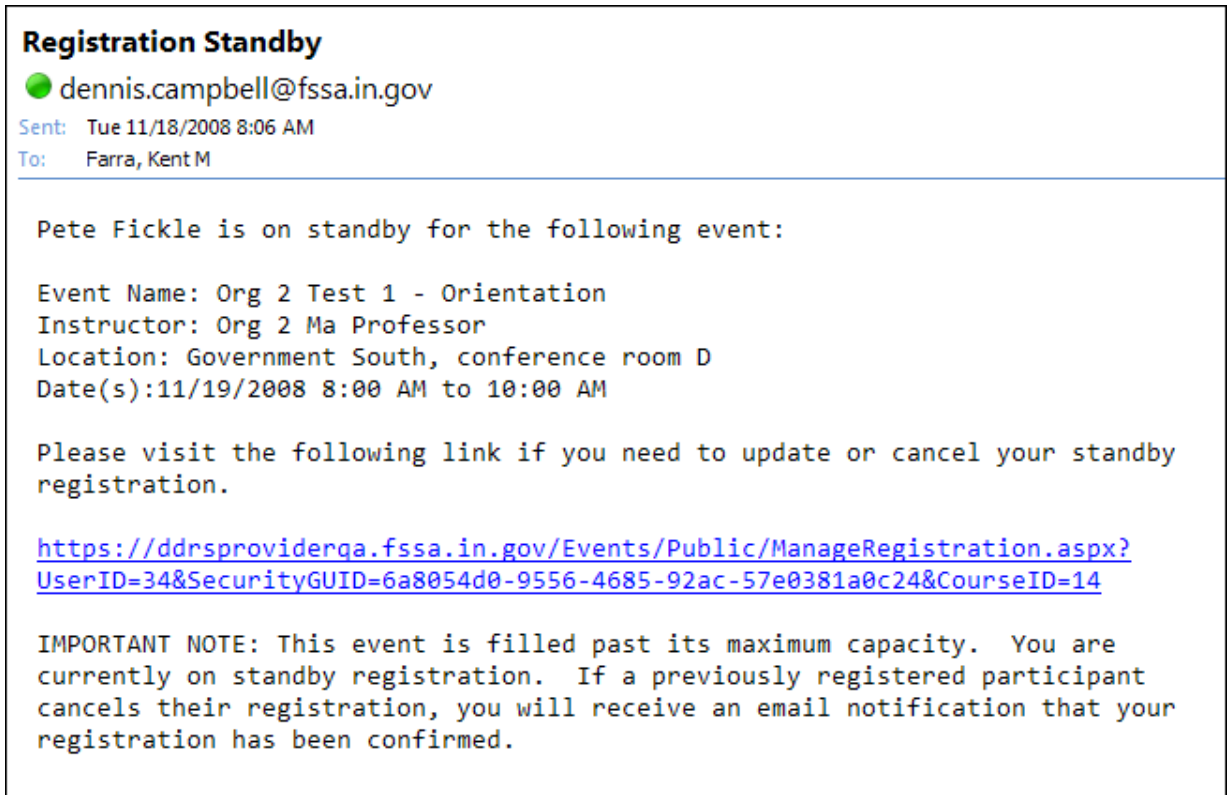


Select **OK** to delete the file from the system and remove the file from any events to which the file is attached.

9.0 Canceling or Updating Registration Information

When a user registers for an event, the system sends an email to the user (or to the default email recipient) that contains a link back to the event registration window.

The following illustration shows an example of the email:



Registration Standby

dennis.campbell@fssa.in.gov

Sent: Tue 11/18/2008 8:06 AM

To: Farra, Kent M

Pete Fickle is on standby for the following event:

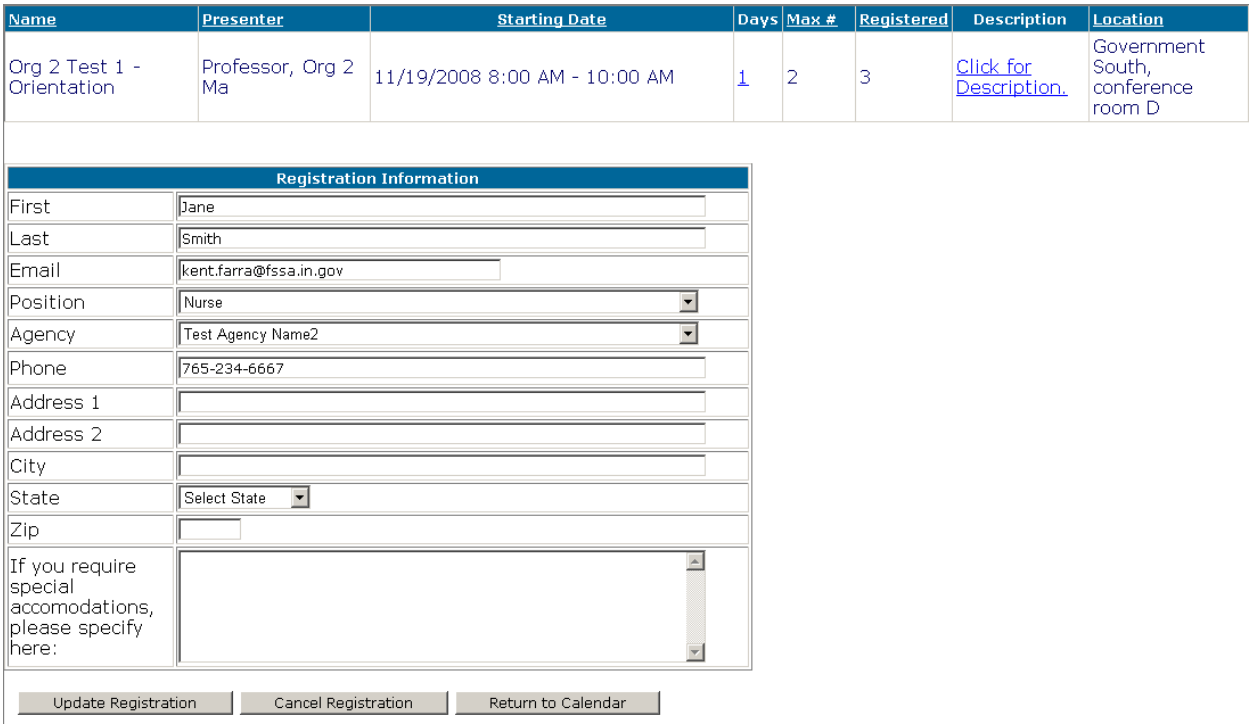
Event Name: Org 2 Test 1 - Orientation
Instructor: Org 2 Ma Professor
Location: Government South, conference room D
Date(s):11/19/2008 8:00 AM to 10:00 AM

Please visit the following link if you need to update or cancel your standby registration.

https://ddrsproviderqa.fssa.in.gov/Events/Public/ManageRegistration.aspx?UserID=34&SecurityGUID=6a8054d0-9556-4685-92ac-57e0381a0c24&CourseID=14

IMPORTANT NOTE: This event is filled past its maximum capacity. You are currently on standby registration. If a previously registered participant cancels their registration, you will receive an email notification that your registration has been confirmed.

Selecting the Internet link in the middle of the email message takes the user to the **Registration Information** window, as shown in the following illustration:



Name	Presenter	Starting Date	Days	Max #	Registered	Description	Location
Org 2 Test 1 - Orientation	Professor, Org 2 Ma	11/19/2008 8:00 AM - 10:00 AM	1	2	3	Click for Description.	Government South, conference room D

The fields in the **Registration Information** window are editable so that the user can make changes. The registration page also contains buttons at the bottom so that the user can:

- Update the registration
- Cancel the registration
- Return to the calendar without updating the registration

After the user updates or cancels the registration, the system sends a follow up email to the email address on record.